

Health, Safety and Wellbeing Policy

Signed:

Chair: *S. Gribbin*

CEO: *L. Jackson*

Date:

Review date:

Statement of Intent

Collective Vision Trust understands and values the importance of Health, Safety and Wellbeing for all individuals across its schools. It acknowledges the requirement to provide a safe and healthy working environment for all its employees and takes responsibility for compliance with statutory duties including, but not limited to, those under the Health and Safety at Work Act 1974.

It puts a high value on this aspect of school life and promotes the health, safety, and wellbeing of all. This policy outlines the Trust's expectations for individual school's work on Health, Safety and Well-Being and will be supported by individual schools' Health, Safety and Wellbeing Policies and procedures.

Policies

The Trust requires each school to have a Health, Safety and Wellbeing Policy that is reviewed on an annual basis in the Autumn Term.

The policy must:

- Provide an overview of the school policy on health, safety and wellbeing
- Outline arrangements the school has for health, safety and wellbeing
- Assign roles and responsibilities to key staff in the school, including identifying a health and safety co-ordinator
- Is monitored and reviewed regularly by senior leaders
- Comply with the Health and Safety at Work Act

The Staffordshire Health, Safety and Wellbeing Policy template will be used as starting point for schools' Health, Safety and Wellbeing Policies.

Responsibilities

As the employer, the ultimate responsibility for Health and Safety sits with the Trust Board.

The Trust Board, with support from its Local Governing sub-committees will ensure so far as is reasonably practicable that:

- All places premises where staff and pupils are required to work and engage in academy activities are maintained in a condition which is safe and without risk to health. This includes the health and safety of persons on the premises or taking part in educational activities elsewhere.
- All plant and equipment are safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work
- Appropriate safe systems of work exist and are maintained
- Sufficient information, instruction, training, and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and that of others
- A healthy working environment is maintained, including adequate welfare facilities

In order to fulfil this function, the Board will:

- Provide clarity via this policy
- Ensure that competent Health and Safety Advice is available via SLA with Staffordshire County Council
- Expect its Local Governing Committees (sub-committee of the Trust board) to monitor and review Health and Safety regularly
- Expect Headteachers to report on Health and Safety via the Headteachers' Report, termly

- Ensure that all schools have a school specific health and safety policy that uses the Staffordshire County Council policy template and supports the requirements of this policy

CEO will:

- Liaise with Health and Safety Adviser on matters concerning policy at Trust Level
- Monitor and review school's implementation of Trust policy, procedure and audits ensuring that all schools comply with statutory duties and strive to achieve best practice.
- Monitor that Schools are completing the necessary checks and recording this information appropriately
- Provide information to the Trust Board on this work through termly updates to directors.

Headteacher will:

- Be responsible for the organisation and arrangements to support this policy on their site
- Identify a person on their site who is responsible for the implementation of Health and Safety Policy
- Ensuring that the records required for this policy are met and kept up to date
- Ensure that sufficient monitoring of policy and procedures takes place
- Ensure that staff have the suitable training to carry out their functions
- Report on these requirements to their Local Governing Committee via the Headteachers' Report to Governors

Local Governing Committee:

- The Trust Board delegates the monitoring of health and safety to the local governing committee for the school
- Will scrutinise policy and ensure it is fit for purpose
- Evaluate the effectiveness of health and safety in school
- Either the Chair or a nominated Health and Safety Governor takes responsibility for monitoring the implementations of policy
- Ensures that school has appropriate plans and targets around health and safety, these are regularly reviewed.
- Ensures that Health and Safety is always considered at termly meetings through a standard agenda item.

Monitoring

Monitoring of health and safety is an important aspect of policy and practice.

Individual school policies must record who is responsible for monitoring each aspect of health and safety in school and will give greater detail of day-to-day monitoring of compliance.

Self evaluations, audits and action plans

All schools must have a named individual responsible for health and safety who must ensure that the following are completed:

- October -Staffordshire Health and Safety Evaluation Checklist. This is a self-evaluation that once completed should be discussed with the CEO, sent to Staffordshire H&S advisor. This must be completed by first week in November. Health and Safety Action plan is reviewed and amended as required.
- January – Staffordshire Health and Safety and Wellbeing Self Audit. The outcomes of this self-audit should be discussed with the CEO, sent to Staffordshire H&S advisor. This must be completed by 31st January. Health and Safety Action Plan is reviewed and amended as required
- June – Self-evaluation of health and safety action plan takes place. This self-evaluation must include a review of the effectiveness of the actions taken this year and what actions need to be taken in the

following year. The self-evaluation is discussed with the CEO and the Action Plans are taken to the Local Governing Committees for Discussions and agreement.

Through the health and safety SLA the Trust ensures that all schools have an external audit by Staffordshire Health and Safety advisor. The length of time between audits is a result of the findings of the previous audit. Action plans will be reviewed and amended as a result of the audit reports.

Compliance records

The headteacher is ultimately responsible for ensuring that the appropriate checks are carried out, monitored, and suitably recorded. Individual school policies detail these. They will ensure that these are checked and reviewed at least termly and reported to the Local Governing Committee.

The CEO monitors that this requirement has been completed and reports to the board on schools' health and safety compliance termly.

Training

All schools must keep a record of the health and safety training that has taken place over the last twelve months. This will be reviewed with the health and safety action plan. When a new plan is drawn up it will include the training needs for the next academic year.

Risk Assessments

The school health and safety co-ordinator monitors the risk assessments in school and reviews them annually.

Health and Safety Arrangements

The Trust pays into Staffordshire Health and Safety SLA on behalf of its academies and as such all schools have access to the documents on the Staffordshire Health and Safety SLN. The Trust has adopted SCC policies and management arrangements. These include, but are not limited to the following:

Accident Reporting, Recording and Investigation

All schools must:

- have clear arrangements for recording and investigating pupil, staff and visitor accidents
- identify a named individual responsible for reporting accidents to H&S Executive under RIDDOR.
- ensure the CEO is always made aware of all such reports.

All schools must report to the Trust Board by:

- Discussion in weekly meetings with CEO and Deputy CEO
- Standard item on Local Governing Committee minutes
- Written section in Headteachers report to Governors

Procedures are reviewed and trends identified termly by the reports presented to the Local Governing Committees and Trust Board.

Asbestos

All schools must:

- have a named contact for a premises manager responsible for managing asbestos
- maintain an up-to-date asbestos management log/recording system

- have clear arrangements to ensure contractors have information about asbestos risk prior to stating any work on the premises. This includes procedures around hazard exchange forms and contacting the site staff when contractors arrive.
- have clear school appropriate arrangements to ensure that all staff have information about asbestos risk on the premises as part of their induction and then receive annual reminders. This must include requirements to report damage to asbestos to named individual, instruction to not drill affix anything to walls without first obtaining approval from premises manager

Business Continuity Plan

All academies must draw up a Business Continuity Plan that has been agreed with the Trust. These are reviewed at least every three years.

Communication

All schools must:

- name a senior member of staff who is responsible for communicating H&S matters to staff.
- ensure that health and safety information is issued with clarity and on regular basis
- encourage staff to make suggestions for health and safety improvements and ensure staff know how to do this
- encourage staff to discuss health and safety throughout the year

Construction Work & Contractor Management

All construction work must be discussed with the Deputy CEO and agreed by Trust before any commitment is made.

Schools will wherever possible use Crown Commercial / SCC/ Entrust approved contractors. All contractors must be agreed by the Trust. Deputy CEO is the named contact for this.

Each school is required to have a named person to manage contractors on site.

Before any work begins the following arrangements must be in place:

- A meeting has taken place to discuss the work and identify any potential risks
- Hazard exchange forms are exchanged
- Deputy CEO is consulted in order to ensure schools have appropriate support
- Monitoring and review of activities on site are agreed
- There are clear arrangements for staff to report concerns.

Consultation

All schools are required to consider how they consult staff on health and safety matters and have clear mechanisms in place to do this.

Curriculum Areas

All schools must identify high risk curricular areas, including, but not limited to:

- Science
- PE
- Design and Technology

For these areas there must be a named curriculum lead who also is responsible for appropriate risk assessments, which are reviewed annually.

Display Screen Equipment use.

All schools will ensure that DSE assessments are carried out annually for all admin staff and any other staff who have been identified as requiring one.

There must be a person identified as responsible for carrying these out and maintaining the appropriate records.

Early Years

All schools with early years environments must have a named person who has responsibility for the health and safety within this environment.

All schools must have EYFS policies that also consider relevant health and safety requirements.

Educational Visits and Off-site activities

All schools must have a named person responsible for educational visits and a named Educational Visits Co-ordinator.

Schools will use the EVOLVE system for educational visits

All visits must have the appropriate risk assessments in place prior to approval.

The headteacher or school health and safety co-ordinator must ensure that staff receive appropriate training and support in writing these risk assessments.

Electrical Equipment – fixed and portable

All schools must have a named person responsible for fixed wire electrical testing and maintain the appropriate records.

NO ITEM can be brought into school without the prior permission from the named person in school. Where permission is granted, all items must be PAT tested before use

All portable electrical items in use in schools must be PAT tested. The school must name an individual responsible for ensuring that these tests are completed regularly and that appropriate records are maintained.

Fire Precautions and procedures

All schools must:

- produce a fire risk assessment which is updated annually.
- have clear procedures in place for dealing with fire and other emergency procedures which are understood by all
- hold regular emergency drills and keep records of these. One per term is recommended
- ensure all new staff receive training as part of their induction
- display fire evacuation information in each classroom and work area

First Aid and Medication

All schools must:

- have a policy that sets out the arrangements for first aid and in school
- have a policy for managing medication in schools

- have a named person responsible for first aid and management of medication in each school
- must maintain a list of staff who have the appropriate level of first aid training
- ensure first aid training for staff is renewed regularly

Glass and Glazing

All glass in doors, where needed, and side panels must be constructed of safety glass.
All replacement glass must be of safety standard.

Hazardous Substances (COSHH)

All hazardous substances being used, stored or transported in schools must be included on the CoSHH register and have been appropriately assessed.
All schools must have a named person responsible for CoSHH.

Housekeeping, cleaning and waste disposal

Chartwells hold the cleaning contract across the Trust.
Schools will ensure staff are made aware of waste disposal procedures.

Infection control

All schools must encourage good hygiene in school and support this through curriculum work.
Schools will support general health advice from NHS in order to prevent infections.
Schools to support the need for '48 hours' break for anyone with a sickness bug.

Lettings

Any school lettings that take place must have health and safety considerations as part of the agreement.
All hirers must have their own risk assessments, in place.

Lone working

All schools must have a lone working risk assessment in place.
No member of staff working alone is permitted to undertake high risk activities.

Maintenance / Inspection of equipment

Schools must:

- have a list of items that require regular inspection and testing
- specify who will carry out these checks (internal and external)
- keep records of maintenance checks

Manual Handling

Schools must:

- ensure staff are aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided
- ensure staff who carry out manual handling are aware of the manual handling risk assessment and the control measures in place for the task
- ensure staff are trained appropriately to carry out manual handling activities

- ensure when people handling takes place an Individual Manual Handling Plan is in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).

Personal Protective Equipment (PPE)

Schools are responsible for ensuring any required PPE as a result of a risk assessment is provided free of charge.

Reporting Hazards and Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school. All schools must have a clear well communicated mechanism for reporting hazards.

Risk Assessments

The school must have in place risk assessments for any identified significant risk; these contain control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.

Risk assessments must be in place for the following areas:

- Fire Risk Assessment
- Premises and grounds
- Curriculum / classrooms
- Hazardous activities or events
- Lettings or contract work which may affect staff or pupils in the school (if applicable)
- Hazardous Substances
- Work Equipment
- Manual handling activities
- Risks related to individuals e.g. health issues, pregnancy, individual stress
- Educational visits
- Lone working

Appropriate training must be provided for staff who are creating, reviewing or implementing risk assessments.

When an accident or incident occurs a post-accident risk assessment must be completed

Risk assessments are created or reviewed when something new is introduced or a change has occurred

Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the school.

Stress and staff wellbeing

The Trust has a clear focus to reduce stress as far as practicable and to promote staff wellbeing in all schools. Schools will act in ways to support this.

All staff have the responsibility to take care of their own health and well-being. Each school must have a clear strategy to how will support this.

Trust will support by this by:

- considering workload when making decisions
- listening to what schools and staff say

- providing support services such as Thinkwell, Occupational Health

All schools must have mechanisms for staff to contribute to discussions around wellbeing issues. Stress risk assessments must be used in schools– both for teams and identified individuals.

Training and Development

All new staff must receive training on induction – specifically for: health and safety, fire procedures, first aid and emergency procedures.

School training needs must be reviewed at least annually – the areas of need are identified in October self-audit., which all schools must complete.

Vehicles owned or operated by schools

If a school owns or operates a vehicle there must be a named person with overall responsibility to manage these and to ensure that all drivers have had the required checks.

Vehicle movement on site

This must be considered as part of the school’s site risk assessment

Violence, Aggression and Security

All schools will provide a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.

A risk assessment must be carried out where staff are at increased risk of injury due to their work.

Training, information and instruction will be made available to staff to help them manage the risk of violence and aggression where required.

Arrangements must be in place to record, investigate and monitor all incidents

Water Safety System

All schools must carry out water system checks by external contractors. Logs and records of these tests must be maintained.

Working at Height

Work at height must be avoided where possible.

Appropriate equipment must be provided for work at height where required.

Staff who carry out work at height must be trained to use the equipment.

Appropriate risk assessments must be in place.

Volunteers

Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.